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24 APR 1972

MEMORANDUM FOR: Deputy Director for Support

**SUBJECT : Office of Personnel Report - Week Ending
21 April 1972**

1. Position Management:

a. The survey of FE Division Headquarters positions is nearing completion, and we expect all audits to be finished this week. Most positions have been evaluated and a report for the Headquarters portion of the survey is in preparation.

b. The new organization proposal for the Office of Finance has been received and is under review. Discussions will be held with the Director of Finance and Chief of Administration to resolve questions of organizational alignment and grading.

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c. Wage schedules for the [REDACTED] providing a 3.3 percent cost of living increase granted by the Government [REDACTED] and authorized by the U. S. Embassy have been issued.

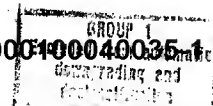
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2. New Titles for Communicators: All positions with the following

occupational titles were changed from:

COMMO TECH	to	TELECOMM SPEC
COMMO T SUP-RAD	to	TELECOMM SPEC SUP
COMMO TECH-CRYPT	to	TELECOMM SPEC-C
COMMO T SUP-CRYPT	to	TELECOMM SPEC SUP-C

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3. OP File Room: On 20 April the Chief, Transactions and Records Branch met with the Chairman of the Fine Arts Committee, [REDACTED] to discuss possible improvements in the physical condition of the Files Section. As a result of the meeting, Chief, TRB will attempt to custom-design some office equipment for the Files Section and include this with other suggestions for improvement of the area in a proposal for [REDACTED] approval.

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4. Medical Insurance: The Association Benefit Plan gained 31 new enrollees during the Open Season of the Federal Employees' Health Benefits Program from 15 March through 14 April 1972.

5. Reserve Affairs: Colonel William Brown, USAF, Special Assistant for Domestic Action to the Assistant Secretary of Defense (Manpower and Reserve Affairs), will address the members of the Agency's military reserve unit tonight. He will speak on the subject "The Domestic Role of U. S. Armed Forces."

6. Employee Activity Association: A new Bible Study Group has been formed in Magazine Building and met for the first time on 19 April with 15 individuals attending. This group meets on Wednesdays

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in Room 503 Magazine Building at 12 noon. The Headquarters Bible Study Group meets on Wednesdays at 12 noon in Room 1 F 13 with an attendance varying between 32 and 37 employees.

/s/Harry B. Fisher

Harry B. Fisher
Director of Personnel

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OD/Pers/ [REDACTED]:dpm (24 Apr 72)

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